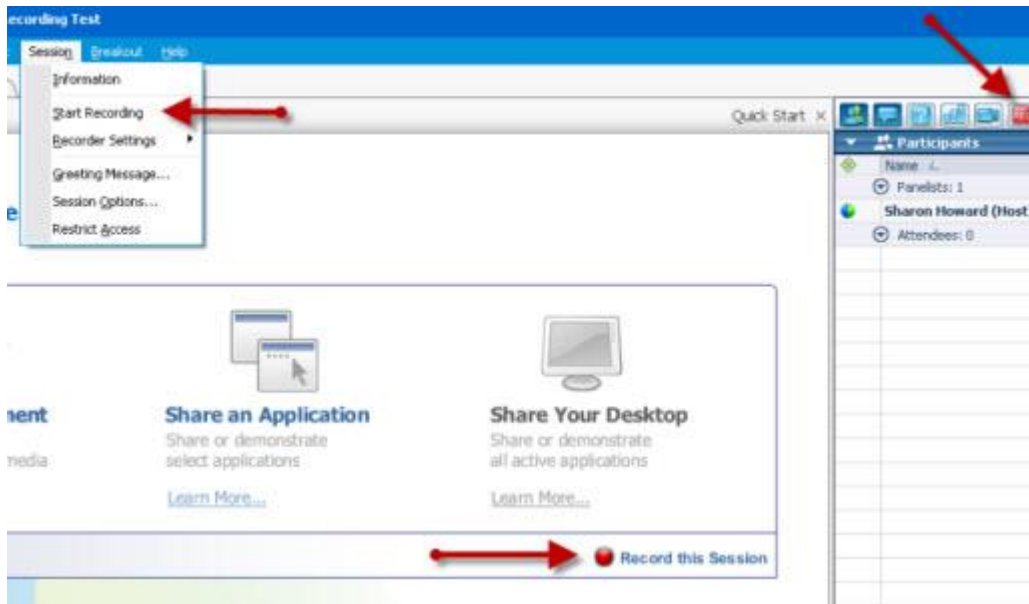


## Recording a WebEx



1. Go to Session, Record Settings and make sure you only have "Record on Server" checked.
2. Go back to Session, start recording and click "Record other Teleconference". Click Next.



3. Follow these instructions:



The image shows a Windows-style dialog box titled "WebEx Recorder (Record on Server) Setup". On the left is a small image of a smiling woman wearing a headset. The main area contains the following text and fields:

To connect the WebEx recording service to your other teleconference, specify the following information:

Dial-in number:  (Required)

Greeting bypass digit:  (dropdown arrow)

Pause before user ID:  Seconds

User ID:  (Required)

Pause before user PIN:  Seconds

User PIN:

At the bottom are three buttons: "< Back", "Next >", and "Cancel". The Cisco WebEx logo is in the bottom left corner.




Dial-in number	This is your teleconference number with 1 in front. Ex. 1-866-867-5309
Greeting bypass digit	None
Pause before user ID	5
User ID	4455410#
Pause before User PIN	Leave blank
User PIN	Leave blank

4. Click Next. It will connect to Server.

5. Once it connects, it will take you to this screen:



6. Follow the Instructions below:

A. Click 	You must be on the teleconference line when you press this. You will see <b>"Successfully connected to teleconference"</b> at the top.
B. Click  once again.	You should hear "The host has a recording feature on." If you do not hear that, try reconnecting.
C. Click 	Start Recording